Michigan Homeland Security GIS Advisory Committee
Chairperson: Eric Swanson

May 11, 2004
1:00 PM – Work Session
Center for Geographic Information Office, Lansing
Minutes

In Attendance:

Gary Smith	Luce County
Paul Klimas	City of Grand Rapids
Eric Swanson	DIT-Center for Geographic Information
Trevor Floyd	SCCMPC
Rob Surber	DIT-Center for Geographic Information
Eric Nischan	MSP-EMD
Scott Oppman	Oakland County
Woody Woodruff	Charter Twp. of Union
Joroen Wagendorp	Allegan County
Bob Tarrant	MDA
Milton Scales	MDEQ
Steve Perry	SEMCOG
Michelle Beckwith	DIT-Center for Geographic Information

I.   Approval of April Meeting Minutes
The committee approved the minutes from the April 13, 2004 meeting. The minutes will be posted on the new website by Wednesday, May 19, 2004.

II.   Committee Web Site
A webpage specific to the Michigan Homeland Security GIS Advisory Committee has been developed. The targeted date of release is by May 21, 2004. The webpage will be used to communicate the workings of the committee to the GIS community. The webpage is tied off from the Center for Geographic Information's site under *Programs, Projects & Initiatives*. The following sections currently appear on the webpage:

- **Overview** – Provides a general overview of what the committee is about.
- **Membership** – There were no noted objections by any committee member to having personal contact information listed on the site.
- **Meetings** – Will provide monthly meeting minutes in PDF format.
  - The committee suggested meeting location be added to the page.

The committee further discussed the webpage and made the following suggestions for enhancement:
- **Addition of 'Quick Links'**
The committee suggested the following websites be added as a quick links from the Homeland Security GIS Advisory Committee webpage:
  - MSP-Emergency Management Division
    http://www.michigan.gov/msp/0,1607,7-123-1593_3507---,00.html
  - U.S. Department of Homeland Security http://www.dhs.gov/dhspublic/
  - Michigan Homeland Security http://www.michigan.gov/homeland/0,1607,7-173-23596---,00.html
  - STIA – Spatial Technologies Industry Association http://www.spatialtech.org/
  - Geo-Intel Magazine http://www.geointel.org links directly to…http://www.ntpshow.com/spatialtech/
  - Homeland Defense Journal http://www.homelanddefensejournal.com/
  - FGDC – Federal Geographic Data Committee http://fgdc.er.usgs.gov/index.html
  - NSGIC – National States Geographic Information Council http://www.nsgic.org/
  - ICMA – International City/County Management Association
    http://www1.icma.org/main/sc.asp?t=0

- o   NACO – National Association of Counties http://www.naco.org/
- o   MML – Michigan Municipal League http://www.mml.org/
- o   ESRI - http://www.esri.com/ (homeland security section)
- o   National League of Cities http://www.nlc.org/nlc_org/site/

- **Addition of Related Documents Section**

The committee suggested the addition of another section on the main Homeland Security GIS Advisory Committee page located below the meetings section titled Related Documents. This section would house digital copies of information used by the committee for reference purposes.

- **Reciprocal Links**
    - o   Eric Nischan following-up regarding State Police-Homeland Security Site linking with the committee site.
    - o   The committee agreed to add additional links to the website from developing organizations related to homeland security GIS initiatives as they evolve such as SEMCOG. Committee members will funnel the evolving sites to Eric S., Rob, and Michelle so they can be added to the MI Homeland Security GIS Advisory Committee site.

- **Link to List Serve**

The committee has requested that there be a link from the main page of the MI Homeland Security GIS Advisory Committee webpage to the List Serve site once it becomes available.

III.   Committee List Serve

The request for registration of a list Serve is in process. The List Serve should be available by the week of 5/17/04. The committee members will be notified the moment it is live. The committee requested a link be created from the Michigan Homeland Security GIS Advisory Committee webpage. The List Serve will be a private discussion list for the working group.

- Eric S. noted that he briefly introduced the MI Homeland Security GIS Advisory Committee initiatives at the IMAGIN conference last week (5/3/04 - 5/7/04). The feedback was positive for a first glance. He mentioned that there were several inquiries expressing interest in participating with the committee.
    - o   First inquiry was from a community representative. Eric Swanson's immediate response to community inquiries was that the committee would contact the communities directly in the future.
        - Suggestion: as the committee moves forward the committee may want to consider opening up a broader list of contacts for more input from the public separate from internal working committee list.
        - Another request from communities was to have access to survey prior to discussions with the committee members so they can be prepared. The survey will be posted on the webpage prior to phone discussions and all 111 communities being surveyed will be notified once survey is posted via email indicating where it is, what is coming and when they will be contacted.
    - o   Another inquiry arose from the vendor community questioning its role as it relates to the committee. The response to that inquiry was: As the initiative moves forward and solidifies Eric S. sees vendor community having a huge opportunity to support the GIS community in implementing whatever direction the committee may take.

IV.   NSDI Appropriate Data Access Guidelines

The committee received copies of the NSDI Public Review Version *Guidelines for Providing Appropriate Access to Geospatial Data in Response to Security Concerns.*

- The committee will use the guidelines when developing the critical data inventory.
- Attention drawn to the decision tree on restricted data sharing policies on page 13.
    - o   Oakland County currently has a similar data access policy but more localized in nature.
        - Currently run data through litmus tests to determine access rights.
        - As data becomes more granular the questions become more refined
        - Moving toward documenting restrictions in the metadata.
        - One concern is sustaining restrictions even within own organization.
    - o   City of Grand Rapids has a similar yet more simplistic approach.
        - Answers questions 1, 6, and 11 from the decision tree on page 13 of Guidelines.

- ▪ Based on the answers to the questions, the data owner makes a decision that will be supported by policy. The decision does not require approval from the board of Commissioners. City of Grand Rapids' policy was established to allow the department that owns the data to refine and define. All restrictions are documented.
- FOIA question raised - can information be protected?
  - o Oakland Co. research
  - o Article 13 of State FOIA allows restricted access to some of the homeland security data.
  - o Committee should be cautious about 'locking up' data.
- **Tasks for Committee related to NSDI Guidelines**
  - o Committee asked to review the guidelines, beginning with page six of the NSDI document, and submit written comments to Eric Swanson by May 21, 2004 via email or List Serve.
    - ▪ Everyone asked to consider the following…If we, as a group/entity, endorse this:
      - • Think about how this impacts you locally.
      - • Is this something we will be able to move forward on a statewide basis?
      - • Guidelines will help be a defining baseline for the whole state. Will be huge foundation for how all levels of government across state will function in a data sharing capacity.
  - o Steve will compile a SEMCOG Homeland Security Coordinating Committee Response and submit to Eric S. by May 21, 2004 to combine with GIS Advisory Committee responses.
  - o Eric S. will compile a written response, as state response, to submit to FGDC by June 2, 2004.

V.   Statewide Critical Data Inventory
The committee reviewed the critical data inventory and recommended the following Additions or Modifications to inventory:
- Define event – what information needs to be associated with different events?
- Define committee's scope of disaster (speaking of core data sets)
  - o Where is a good middle ground the committee can start at?
    - ▪ Statewide
    - ▪ Localized or low profile
    - ▪ What suits needs
  - o Boundaries
    - ▪ County
    - ▪ Municipal
    - ▪ Precinct
    - ▪ Block
    - ▪ Zip
    - ▪ Neighborhood
  - o Minimum threshold across state
  - o Incorporate address range w/ framework and incorporate database
  - o Determine a baseline of information that committee is comfortable with as starting point for responses.
- Determine minimum performance metric needed to come together as a group in an event or situation. It was suggested to look at emergency personnel and believe that they have categorized disaster events. By using that framework the committee will be able to see what datasets are specific and what datasets are generic.
  - o The datasets will be used to create a base map that includes a workspace for multiple types of disasters; weather, biological, etc. for quick one 'click' access to specific information and the base map. (Probably cannot do that until the committee receives information from EM D's to determine the categories)
- Define water systems - utility infrastructure
  - o Infrastructure
  - o Community wells
  - o Type 2 wells
  - o Holding tanks
  - o Networks - to assess risk & damage
- Use more description in public venues category (pg. 92 HSIP report)

- o Stadiums
- o Casinos
- o Park Boundaries
  - National
  - State
  - Local
- Use of information maintained by state entities
- PLSS and ¼ ¼ sections
- Shelters
  - o Red cross
  - o Homeless
- Topography data – for determining chemical runoff, etc.
- Public & private utilities

(Critical infrastructure sub-committee dealing with obtaining utility data…focus site specific. Eric Nischan providing Jeff Pillon-public service commission-contact information to Eric Swanson for cross-referencing)

- o Water
- o Sewer
- o Storm
- o Gas
- o Electric
- o Telecomm
- Pharmacy
- Blood banks
- Nuclear power reactors and power plants
  - o U of M
  - o Other universities, etc.
- Hydro-electric
- Stand-alone generator units where power/gas crosses
- Boundaries
  - o MCD's expand to include reservation boundaries (Native American Reservations)
  - o TIGER Line file – native American/tribal lands
  - o State House & Senate District boundaries
  - o Census blocks for data
- Agriculture/livestock sector (Agribusiness)
  - o Large farms
  - o Co-op sections
  - o Access to chemicals/dispersals
  - o Pesticide plants, etc.
- Mining facilities/pulp mills
- Mass transit
  - o Bus routes
  - o Bus garages
  - o Terminals (transportation logs for terminals)
  - o Rail yards
  - o Tunnels
  - o Port authorities
  - o Transportation hubs
- **Data Inventory Priorities**
  - o Data Inventory will help prioritize what the committee wants to deal with.
  - o Scott will be holder of the inventory. Send feedback on inventory to Scott by 5/28/04.
  - o Scott will distribute updated inventory for review no later than one week prior to the June 8th Meeting.
  - o Compiled comments and new documentation will be completed by the end of the June meeting (6/8/04) to be used for costing during the July and August meetings.

VI.   Statewide GIS Technical Interoperability Assessment (Survey)
The committee spent significant time this month developing the Statewide GIS Technical Interoperability Assessment. The assessment was broadly based off the 'Profile of Local Government Geospatial Infrastructure 2003 Geospatial One-Stop Project'. Rob will be re-working the assessment based on the comments from the meeting and provide a draft copy via the Listserv later this month.

VII.   Immediate Tasks
- **Tasks related to NSDI Guidelines**
  - o   Committee asked to review the guidelines, beginning with page six of the NSDI document, and submit written comments to Eric Swanson by May 21, 2004 via email or List Serve.
  - o   Steve will compile a SEMCOG Homeland Security Coordinating Committee Response and submit to Eric by May 21, 2004 to combine with GIS Advisory Committee responses.
  - o   **Eric S. will compile a written response, as state response, to submit to FGDC by June 2, 2004.**
- **Tasks related to Statewide Critical Data Inventory**
  - o   Send feedback on inventory to Scott by 5/28/04
  - o   Scott will distribute updated inventory for review no later than one week prior to the June 8th Meeting.
  - o   Compiled comments and new documentation will be completed by the end of the June meeting (6/8/04) to be used for costing during the July and August meetings.
- **Tasks related to Assessment**
  - o   E-mail Rob comments related to the assessment by 5/28/04 for review.

VIII.   Meeting Dates/Communications:
Dates: June 8, July 13, August 10, and September 14, 2004
Time: 1 pm – 4 pm
Location: Michigan Center for Geographic Information
                    G. W. Romney Building, 10th Floor
                    111 S. Capitol Ave.
                    Lansing, MI 48933
                    (517) 373-7910

Directions: Coming in on I-496 exit at Walnut Street -- travel North to Allegan Street -- go East 2 blocks -- to the public parking ramp. You will be on the corner of Capitol and Allegan.

Arrangements will be made for those who want to participate via speakerphone. Please advise in advance of meeting.